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Report for Week Ending 14 November 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Numbered Projects

No change except for 6-60, Installation of File System, GR Division, which is now about 15% complete. On the basis of the Deputy Chief's review of inactive records segregated by (S-U), three cubic feet of records were destroyed. All of the current files have been rearranged according to the primary subjects of the subject-numerical system. About one-fourth of these have been classified according to secondary headings. New folders and guides are being established as we progress.

General Information

Copies of the pamphlet "The Correct Angle" were received from the printer. Distribution of this pamphlet must await the stocking of typewriter lift boxes by BSO's. As yet a contract has not been awarded for constructing these boxes. An award should be made next week.

Evaluated Employee Suggestion 2622, which recommended revising the Security Check Officer List so that it can be used on a monthly rather than daily basis. Stocks of the revised form are now in supply rooms. I propose to develop a flier on the new form.

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